

~~SECRET~~

The most significant contributions made by the Management Staff from 1 April 1960 through 30 September 1960 were as follows:

- 1a. Developed criteria, which have been published in [] Notice, regarding types of documents and other materials suitable for transmission to the field via non-accountable pouch manifest. This will eliminate an as yet undetermined number of dispatches. 25X1A
- b. Developed and assisted in installing improved procedures relating to: support services in Africa Division; direct issuance of files to requestors by Records Integration Division, eliminating clearance through originating divisions; registry operations in WH [] making procedures compatible with RID and WH Division registries; and provision by RID of document extracts, reducing the need for issuance of total original documents. 25X1A
2. Completed a detailed study of utilization of DD/I electric accounting machines, which resulted in the following: acceptance by Special Register of 34 recommendations which will eliminate marginal reports, reduce unnecessary machine time and improve service; elimination of 12 reports and 19,000 punched cards in Industrial Register; saving of \$1,080 per year in Biographic Register through elimination of two machines; and development of a simplified method for machine-processing the Watch Office current list of key personalities.
- 3a. Recommended a reduction from [] (a saving [] in the [] machine translation research project because of questionable value of much of the translated material. Recommendation was approved by the Projects Review Committee and the Automatic Data Processing Committee. Continued research in collaboration with manufacturers, in the development of special microfilm and tape-driven typewriter equipment for application to the DD/P Walnut System. 25X1
- b. Completed final phases of the RCA 501 computer programs for payroll and personnel accounting. The computer, employing these programs, will be activated on 3 October 1960.

25X1 25X1A5A1

~~SECRET~~

~~SECRET~~

- 4a. Completed a survey of Logistics and recommended the following (recommendations now being reviewed): centralization of direction and control of the supply system, removing therefrom extraneous Transportation Division functions; strengthening controls in Real Estate and Construction and Printing Services Divisions; and elimination of duplication among Supply, Procurement and Transportation Divisions. Also recommended (accepted by Logistics) eliminating [] as a middleman between GSA and Building Supply Offices, resulting in space savings and handling time reductions at the Depot. Recommended policy improvements, which were accepted, in handling unused and unserviceable items at the Depot. Assisted in analyzing and improving supply fiscal controls and in improving contract administration forms and procedures.
- b. Reviewed, in conjunction with other offices, the maintenance management system at the Agency [] refined procedures, developed a public works cost report, and recommended (accepted) a reduction of eight positions in the Public Works Branch.
5. Made major improvements in the Agency dispatch procedures, eliminating the need for over a quarter of a million authenticating and signing officers' signatures annually and resulting in a reduction of material costs by \$6,000 per year. Developed vital materials schedules for the entire DD/P area; improved vital materials repository procedures, resulting in a reduction of \$7,000 per year in electric accounting machine rental costs. Continued promotion of the records disposition program, resulting in an 8.4% reduction in DD/I records holdings.
6. The Suggestion Awards Committee adopted 56 employee suggestions, 45 of which were awarded cash totaling \$2,390 with net first year tangible savings of \$23,795 plus intangible benefits, and 11 of which were awarded letters of appreciation.

25X1

25X1A

~~SECRET~~